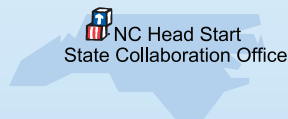


2015 NORTH CAROLINA HEAD START

## Special Projects Internships

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SPONSORED BY THE NORTH CAROLINA HEAD START-STATE  
COLLABORATION OFFICE



## 2015 NORTH CAROLINA HEAD START COLLABORATION SPECIAL PROJECTS INTERNSHIP PROGRAM

The NC Head Start – State Collaboration Office created the *Special Projects Internship Program* to develop a new cadre of leaders in the North Carolina Head Start system. A key component of the program includes the participation of Interns in short-term, intensive quality improvement initiatives that address one or more of the federal priorities of the Head Start – State Collaboration Office (HSSCO). Through the Internships, outstanding leaders gain firsthand experiences that offer a State-level perspective into the operations of the HSSCO and other State and federal programs that build on the promise of North Carolina’s most vulnerable young children and families. The-Special Projects Internships typically begin in late spring and conclude in the summer.

The NC Head Start *Special Projects Internship Program* offers a multifaceted work experience. Special Projects Interns (SPIs) spend their time with the HSSCO, contributing their special skills and perspectives from academia and/or the field to support State initiatives and federal priorities. SPIs may work side-

by-side with senior managers, policymakers, and researchers. Assignments demand a high level of engagement; a capacity for learning quickly; and a willingness to adapt to new approaches for working.

Special Projects Interns assume important responsibilities within the HSSCO. Their work centers on managing projects that provide creative solutions to emerging issues impacting the service delivery of the NC Head Start system. SPIs have conducted research; authored briefs and resource manuals; and built statewide systems and cross-agency collaborations.

In addition to work assignments, SPIs take part in professional, educational, and leadership development opportunities. They may attend conferences and meetings that enable them to explore early care and education issues with State and local leaders and innovative early childhood program practitioners. These experiences provide rich opportunities for SPIs to practice and refine their leadership skills.

## WORK ASSIGNMENT



The work assignment is central to the North Carolina Head Start *Special Projects Internship Program*, presenting each SPI with the opportunity to help address important issues and challenges in early care and education while promoting personal and professional growth.

SPIs typically fulfill their *work assignments* over a 4 to 5–week period in Raleigh, NC. Projects are determined on the basis of the HSSCO’s needs and Interns’ interests and skills. The work experience is augmented by *leadership development* opportunities. SPIs receive a stipend ranging from \$4,750 – \$6,000 for the 4 to 5–week period.

Previous classes of SPIs have labored to build a workforce “bridge” between North Carolina and the University System of Puerto Rico to attract and recruit well-credentialed, bilingual staff for employment in North Carolina’s Head Start system. Other SPIs have conducted graduate level research that led to the creation of a statewide family partnerships demonstration site serving as a hub for training and coaching on professional best practices for working with families in poverty. Still, other SPIs have published resource manuals on behalf of the NC HSSCO that address critical issues for Head Start programs.

At the conclusion of the Internship period, SPIs are expected to return to their former places of employment or academic programs more experienced in policy and effective practice and poised to contribute more significantly to their fields of practice or study.

## LEADERSHIP DEVELOPMENT

The leadership development component of the NC Head Start Collaboration Office *Special Projects Internship Program* complements and amplifies the work experience. It includes attending State – or national-level meetings with early childhood experts and officials; as well as participating in key enrichment opportunities held one or two days per month (beginning in the spring) leading up to the 4 to 5-week *work experience* in Raleigh. SPIs may attend conferences, workshops, symposiums, and other meetings. Some SPIs have attended meetings at the Governor’s Office and the Pentagon; and others have met with federal staff at the Office of Head Start in Washington, DC.

One of the goals of the Internship program is to challenge SPIs to broaden their horizons. To that end, Special Projects Interns are provided rich networking opportunities and unique experiences intended to help cultivate their talents and support their professional or academic climb.



## SELECTION CRITERIA

The NC Head Start – State Collaboration Office and its designated committee supervise the selection process.

Candidates are sought who demonstrate experience with and/or keen interest in Head Start; have substantial content area knowledge and expertise; and who have significant personal, professional, and academic accomplishments.

The purpose of the Internships is to advance the priorities of the HSSCO and to increase the opportunity for NC Head Start Special Projects Interns to make weighty contributions to the North Carolina early care and education system and to their own professional or academic programs. Those selected must have in-depth knowledge of Head Start and its overarching philosophy and

a demonstrated commitment to children and families.

The selection process seeks to establish a diverse cohort of Interns characterized by a mixture of career and academic experiences and geographical location. Applicants must be at least 21 years old.

Applicants must also be either a current employee of a NC Head Start or Early Head Start program; or a current undergraduate student (minimally classified as junior) – or graduate student – pursuing a degree in *Early Childhood Education* or a field relevant to the project focus, with a minimum overall GPA of 3.0. There are no restrictions on race, sex, creed, national origin, or physical ability.

## APPLICATION CALENDAR AND PROCEDURE

December 2014

**Applications available.**

Awards of up to two (2) Internships will be announced.

January 14, 2015 (2:00pm, EST)

**Application deadline.** The application package must be submitted electronically on or before this date and time to be considered. An initial review and assessment of the application for compliance with the minimum requirements is conducted.

April 2015

*Leadership Development* component begins. SPIs will participate in targeted professional development activities for up to two days per month leading up to the 4 to 5-week work experience in Raleigh.

SPIs will be provided information about temporary housing options in Raleigh, NC.

January 2015 – March 2015

Approximately five (5) candidates will be identified as Intern Finalists. These individuals will be invited to interviews with the Head Start – State Collaboration Office and its committee.

May 13, 2015 – June 30, 2015

Approximate dates of Internship period.

# North Carolina Head Start Collaboration Office Internships Application Instructions

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Type all responses. Answer all questions fully and certify the application in the space provided in Part III, Certification. Submit the application electronically to [khari.garvin@dpi.nc.gov](mailto:khari.garvin@dpi.nc.gov) by 2pm EST, on or before Wednesday, January 14, 2015.

Letters of reference should be sent together in one package via U.S. mail to the address below. This package must be postmarked on or before Wednesday, January 14, 2015.

**MAILING ADDRESS**

NC Head Start-State  
Collaboration Office  
Office of Early Learning  
Attention: Internship  
2075 Mail Service Center  
Raleigh, NC 27699-2075

**Applications for the 2015 Internships will only be accepted via electronic submission (with the exception of reference letters) on or before the response deadline. It is the responsibility of each applicant to ensure that the package is submitted with all required sections and attachments by or before the date of January 14, 2015.**

# North Carolina Head Start–State Collaboration Office Special Projects Internships Application

## PART I – General

### 1. Personal Data

NAME (LAST, FIRST, MIDDLE)

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other

OTHER NAMES USED

Are you a U.S. citizen? ☐ Yes ☐ No

HOME ADDRESS: STREET

CITY STATE ZIP

HOME PHONE WORK PHONE

PERSONAL E-MAIL ADDRESS

CURRENT EMPLOYER OR SCHOOL

CITY STATE ZIP

YOUR JOB TITLE OR SCHOOL CLASSIFICATION

### 2. References and Evaluation

There are two steps to preparing references. First, list the contact information in the section below for the applicable person in Group A and the person of your choice in Group B:

**A) • Head Start /Early Head Start Program Official**  
(This must be one of the following:  
Program Director or Immediate Supervisor or  
Human Resources Director or Agency Executive  
Director/School Superintendent)

• College / University Official  
(This must be one of the following:  
Early Childhood Education Department Chair or  
Academic Advisor)

**B) Another individual of your choice who has direct knowledge of your professional accomplishments, character, and voluntary activities**

Second, reproduce and give the enclosed Candidate Evaluation form to those individuals. Recommenders completing the Candidate Evaluation forms should return the reference to you with an original signature in blue ink across the envelope seal. The reference letters must then be submitted via U.S. mail together as one package by the response deadline. **Your application will not be considered without these references.**

#### REFERENCES

NAME (Group A)

ADDRESS: STREET OR PO BOX

CITY STATE ZIP

NAME (Group B)

ADDRESS: STREET OR PO BOX

CITY STATE ZIP



### 3. Personal Declarations /Credentials /Experiences

Please answer the following questions and explain on a separate sheet of paper details and resolution of any question answered “yes.”

**Have you ever been discharged from the Armed Forces under other than honorable conditions?**

Yes                  No

**Have you ever been suspended, disciplined, or barred from any occupation or practice by any regulatory agency, professional association, or organization because of your conduct?**

Yes                  No

**Have you ever been convicted of a felony?**

Yes                  No

**Do you have a valid North Carolina driver’s license?**

Yes                  No

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### PART II – Attachments

#### 4. Educational Background

Below, *list* all schools attended (including high school). List the degree or diploma earned, the name of each school, and its location.

**EXAMPLE:**

M.Ed., Mega Univ. City, State, 8/89 – 6/91  
B.S., Elk Univ., Psychology, City, State, 8/86 – 6/89  
Diploma, Peyton High School, City, State  
9/82 – 6/86

1)

4)

2)

5)

3)

## 5. Work Experience

4)

In the spaces below, *list* information about your employment history. Work backwards from your current position. Do not report work experiences prior to 1997. *Do not substitute a résumé.* Use the following as a guide:

- Dates of employment
- Exact job title
- Employer
- Employer's address (City & State only)
- Nature of the "business"
- Gross Monthly salary (current position only)

5)

For each you may provide a brief narrative description of work you performed, not to exceed 150 words for your current position or 100 words for each previous position. Describe any outstanding contributions made by you and list any citations, awards, or outstanding promotions.

6)

### EXAMPLE:

9/05 – PRESENT  
Parent Services Coordinator  
ABC Child Care Center  
1234 C Street, Anytown, NC 54321  
909-444-4321  
Adult education program  
Paid \$2,000/month

7)

1)

8)

2)

3)

**6. Voluntary Activities and Community Involvement** **1)**

In the spaces to the right, *list* those activities not part of your job and for which you are not paid. Provide the types of information given in the examples.

**EXAMPLES:**

Bay City Urban League – Project ADVANCE  
City, State

Provide teen parents with career education and job placements, using volunteer counselors **2)**  
Co-founder of project; currently secretary-treasurer of the advisory committee  
8/09 – present  
Community Leader of the Year Award

Sunshine County Head Start Assoc., City, State  
Training and participation for Head Start parents and teachers, advocacy, and inter-agency cooperation  
Chair of the training committee  
2001– Present

**3)**

**4)**

**7. Most Significant Impact or Contribution**

In the space below, describe in 200 words or fewer what you consider to be the most significant impact that you have had on – or contribution that you have made to – your Head Start or Early Head Start program or academic field of study.

**8. Improving Head Start**

In the space below compose an essay of 250 words or fewer that:

- i) Expresses your opinion about one or two aspects of the Head Start program that need improvement
- ii) Includes specific examples that support your opinion and
- iii) Includes at least one practical strategy to address each area of improvement that you cite.

#### **10. Distinguishing Head Start from other Early Childhood Programs**

Just as there are many fast-food restaurants today, there are also many early childhood programs and initiatives that serve preschool-aged children (e.g. *Head Start*, *NC Pre-K*, *Title I*, *Smart Start*, and *Parents As Teachers*). Over the years, some Head Start programs have reported struggles with recruiting eligible families in the community because the families either assume that Head Start and other programs are the same; or families are confused about the differences between the programs.

In the space to the right, compose an essay of 300 words or fewer that describes an effective marketing/branding strategy for Head Start programs across the entire State that will help them distinguish themselves from other early childhood programs. Describe your marketing/branding strategy, including specific details of what the core messaging would be and how the campaign would be rolled out.

### PART III – Certification

I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. **I certify that the essays submitted are my own work and reflect my original ideas and composition.** I know and understand that any or all items contained herein may be reviewed by the North Carolina Head Start-State Collaboration Office and are subject to investigation or verification. I consent to the full release of all information concerning my capacity and fitness by employers, educational institutions (who are authorized to release my academic records), law enforcement agencies, and other individuals and agencies to duly accredited investigators of the State government for this purpose.

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INITIALS

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DATE

#### Application Checklist. Did you . . .

- Complete all items on this form?
- Send letters of recommendation separately?
- Keep a copy of the application package for your records?

This checklist is intended to be a helpful aid, but it does not encompass all details or requirements of the overall application. Read all materials carefully!

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#### Privacy Act and Public Burden Statements

Information provided by applicants will be used only in the selection of North Carolina Head Start Collaboration Office Interns to participate in this program, and to support program management functions, including making appropriate work placement assignments.

**North Carolina Head Start–State Collaboration Office  
Special Projects Internships Application**

**Candidate Evaluation**

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To: \_\_\_\_\_  
INDIVIDUAL COMPLETING EVALUATION

From: NORTH CAROLINA HEAD START-STATE COLLABORATION OFFICE INTERNSHIPS PROGRAM

Subject: \_\_\_\_\_  
APPLICANT'S NAME

*Thank you for taking the time to write a recommendation for the Internships applicant named above. Your candid and specific responses to the questions below will help the Head Start-State Collaboration Office select the next Interns who will participate in an intensive five 1/2 -week program of full-time work supplemented by leadership development.*

*Please answer the following questions (on your office letterhead, if applicable), and include your daytime telephone number. Please sign and date your evaluation in blue ink and return it to the applicant in a sealed envelope. Please also sign your name across the envelope seal. The applicant must submit your evaluation as part of his or her application.*

1. How long and in what capacity have you know the applicant?
2. What are the applicant's major strengths?
3. What impact has the applicant had on his or her professional or academic field?
4. What impact has this individual had in the community, outside his or her professional realm?
5. How would you describe this candidate's public speaking ability?
6. How would you describe this candidate's leadership skills?
7. What would you expect this candidate to gain from a North Carolina Head Start Special Projects Internship experience?
8. What would you expect this candidate to be doing in five years?

